**2023-2024 BSW SYLLABUS BOILERPLATE LANGUAGE**

**COURSE POLICIES**

**Ethical Conduct and Confidentiality**

Social workers and social work students are expected to follow the ethical guidelines outlined in the NASW Code of Ethics, including respect for colleagues (see 2.01-2.10 [Respect for Colleagues](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English/Social-Workers-Ethical-Responsibilities-to-Colleagues)). This course includes in-class activities in which students may share personal responses and personal experiences. It is crucial that students respect the experiences and feelings of each other, and refrain from sharing personal information about classmates with people outside of the class.

**Course Engagement & Participation**

Active engagement in discussion and group participation are important aspects of functioning as part of a professional team in social work practice. Students are urged to view this course as an opportunity to practice and demonstrate these collaborative skills by being active participants in classroom learning activities, contributing to each other’s professional growth and development. Course engagement includes staying awake, avoiding use of technology in ways that are unrelated to class topics, avoiding private conversations with other students during class, and paying respectful attention to the instructor and fellow students throughout class sessions, including during any classmates’ presentations. It also involves asking questions of the instructor and others, giving others a chance to speak, and participating in group activities and discussions.

Students are expected to demonstrate that they are fully prepared for class. It is not enough to simply be physically present in the classroom; students should have read the assigned material and completed any assigned homework in order to engage in the course effectively. Please note that even if homework and assigned readings are not directly discussed or reviewed in class, they provide an important foundation for in-class activities and discussion.

**Written Communication and Citation**

Clear and precise written communication is a crucial social work practice skill. Professional social workers are often engaged in writing tasks that influence decisions regarding the welfare of clients and communities. The UConn BSW program expects all social work students to develop and demonstrate academic and practice-related writing that is well-organized and clear. For certain assignments, students are expected to use the writing and citation standards of the American Psychological Association (see <https://apastyle.apa.org/style-grammar-guidelines>).

Students who have difficulty with written communication are urged to seek assistance from the [Writing Center](https://wcenter.hartford.uconn.edu/). Students are encouraged to request assistance well in advance of any deadlines or due dates. The Writing Center at UConn Hartford is located in the Hartford Times Building, Room 218. The Center is generally open Monday through Friday (10am-5pm) during the semester (except for exam week when hours are more limited). For additional information, visit <https://wcenter.hartford.uconn.edu/>.

**Class Attendance**

UConn has a unique [attendance policy](http://catalog.uconn.edu/academic-regulations/grade-information/#attendance). The instructor describes the computation of the grades and the relation between grades and attendance at the beginning of the semester. Where grades depend on classroom participation, absences may affect the student’s grade. However, if a student were absent and the instructor reduced the grade, the reduction would be due to lack of class participation, not the student’s absence. Except for final examinations, instructors have final authority in permitting students to submit assignments late or make up examinations.

**Late Assignments**

In order to be effective and ethical professionals, social workers must manage their time and responsibilities and should communicate with others if they are having difficulty doing so. Students are expected to submit assignments by the date/time they are due, based on Eastern Time. If an assignment is late, course instructors may opt to make deductions to students’ grades, may refuse to accept a late assignment or may assign a failing grade to a late assignment, particularly if a student has demonstrated a pattern of late submission. Students who wish to request an extension on an assignment should contact the course instructor as soon as possible, and must do so before the assignment’s due date. The instructor has the option to deny an extension request. The instructor reserves the right to change due dates accordingly as the semester progresses. All changes will be communicated in HuskyCT.

**Academic Integrity Statement**

All students are expected to act in accordance with the [*Guidelines for Academic Integrity*](https://community.uconn.edu/the-student-code-appendix-a/) at the University of Connecticut. Effective August 28, 2023 UConn has revised its Academic Integrity policy for Graduate and Undergraduate Students to ensure compliance with current regulations and best practices. This revision reflects our ongoing commitment to providing an inclusive and equitable learning   environment for all our students. The updated policy can be accessed on the [Policy website](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicy.uconn.edu%2F2023%2F07%2F11%2Facademic-scholarly-and-professional-integrity-and-misconduct-aspim-policy-on%2F&data=05%7C01%7Cchelsea.lebron%40uconn.edu%7Cb81f056c91824acb64d708db9372232b%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638265890676792307%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dGjwEY50OncBNYnk6Ukvj4jVXjnkPsXy4hFgsj4BYgc%3D&reserved=0) and contains the specific changes and additions that have been made. If you have questions about academic integrity or intellectual property, you should consult with your instructor.

**Use of Personal Mobile (Electronic) Devices**

While the University of Connecticut has no official policy on the use of personal mobile devices in the classroom, individual instructors are permitted to establish their own guidelines for usage. The instructor should describe these guidelines at the beginning of the semester and include policy language on the course HuskyCT site. Guidelines should take into account the manner in which these devices support or interfere with the student’s learning and the classroom environment, and how these are used as educational tools. Students are encouraged to consider norms of professional demeanor related to the use of personal electronic tools. Consistent disregard of these guidelines may result in a consultation between the student, instructor and BSW Program Director.

**Student Taping or Recording Classes**

My lectures, notes, handouts, and displays are protected by state common law and federal copyright law. They are my own original expression and I’ve recorded them prior or during my lecture in order to ensure that I obtain copyright protection. Students are authorized to take notes in my class; however, this authorization extends only to making one set of notes for your own personal use and no other use. I will inform you as to whether you are authorized to record my lectures at the beginning of each semester. If you are so authorized to record my lectures, you may not copy this recording or any other material, provide copies of either to anyone else, or make a commercial use of them without prior permission from me.

**Accommodations**

The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible.  If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities at (860) 486-2020, or visit <http://csd.uconn.edu/>.

The UConn Hartford campus disability services office is located in the HTB Student Services Suite 107. Katie Halbruner, Regional Campus Coordinator for Hartford, can be contacted at katie.halbruner@uconn.edu.

**Policy Against Discrimination, Harassment and Related Interpersonal Violence**

Effective July 11, 2023, UConn approved the [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicy.uconn.edu%2F2015%2F12%2F29%2Fpolicy-against-discrimination-harassment-and-related-interpersonal-violence%2F&data=05%7C01%7Cchelsea.lebron%40uconn.edu%7Cb81f056c91824acb64d708db9372232b%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638265890676792307%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=3L2If5KdaGLlMz06%2Fif1iQ7FB9cRWnCemchoTFYlQrU%3D&reserved=0). This policy includes sexual and gender-based harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, complicity, retaliation and inappropriate amorous relationships and applies to students, employees, contractors, vendors, visitors, guests and other third parties.

The University is committed to maintaining a safe and non- discriminatory learning, living, and working environment for all members of the University community – students, employees, and visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of safety and mutual respect. All members of the University community are responsible for the maintenance of an environment in which people are free to learn and work without fear of discrimination, discriminatory harassment or interpersonal violence. Discrimination diminishes individual dignity and impedes equal employment and educational opportunities.

The University prohibits discrimination, as well as discriminatory harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based harassment, complicity in the commission of any act prohibited by this Policy, retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this Policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful and undermine the mission and values of our academic community. In addition, engagement in or pursuit of inappropriate amorous relationships with employees in positions of authority can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority.

A student or employee determined by the University to have committed an act of Prohibited Conduct is subject to disciplinary action, up to and including separation from the University.

Most University employees are required to immediately report information about certain types of Prohibited Conduct involving any Student to the University’s Office of Institutional Equity. An Employee’s responsibility to report under this Policy is governed by their role at the University.

Even in the absence of such obligation, all Employees are encouraged to contact the [Office of Institutional Equity](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fequity.uconn.edu%2F&data=05%7C01%7Cchelsea.lebron%40uconn.edu%7Cf44d39b2f79d4180839408db94fc069d%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C638267582382891049%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ODTXH4CYP2ip3P2eDeBrekhKMcnZQEe33btBcugj3do%3D&reserved=0) if they become aware of information that suggests a safety risk to the University community or any member thereof. The University takes all reports with the utmost seriousness.   More information, including resources and reporting options, is available at [equity.uconn.edu](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fequity.uconn.edu%2F&data=02%7C01%7Ccetl%40uconn.edu%7C3b3fcd3cb7d846bbd2df08d741b57928%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637050119980719388&sdata=gQ3jSoGFKE%2FG0yNtjngAt9FYpt2oyTQBBg5Mx8vLtJs%3D&reserved=0) and [titleix.uconn.edu](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Ftitleix.uconn.edu%2F&data=02%7C01%7Ccetl%40uconn.edu%7C3b3fcd3cb7d846bbd2df08d741b57928%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637050119980719388&sdata=2%2BhOjUTVYfUdaN%2FrOtsF3n66wi6ZjzLgk43gX3HJK80%3D&reserved=0).

**Religious Accommodation Policy**

The University of Connecticut is committed to providing welcoming and inclusive learning and workplace environments. Consistent with state law, any student who is unable to attend classes on a particular day or days or at a particular time of day because of the tenets of a sincerely held religious practice or belief may be excused from any academic activities on such particular day or days or at such particular time of day. Additionally, it shall be the responsibility of course instructors to make available to each student who is absent from academic activities because of a sincerely held religious practice or belief an equivalent opportunity to make up any examination, study or work requirements which has been missed because of such absence. For additional information on this policy, visit <https://policy.uconn.edu/2018/08/01/religious-accommodation-policy/>.

**Use of Gender Inclusive Language and Pronouns**

The UConn School of Social Work pledges an ongoing commitment to fostering an inclusive environment for all genders and identities. In order to affirm every student, staff member, faculty member, and guest that participates in our community, a first step is to become aware of the significance of personal pronouns and gender inclusive language. Faculty members are encouraged to share their own pronouns in person and on their syllabus to help start the discussion about personal pronouns during the first class session of each semester. Students are encouraged but not required to write their pronouns on the nameplates most faculty use in their class. Some examples of pronouns are she/her/hers/he/him/his; as well as gender-neutral options, they/them/theirs.

This will be a learning process for faculty, staff, and students. In addition to implementing pronouns into our work, we can also work to eliminate everyday gendered language. Some examples of the needed changes are: instead of saying “his or her” use “their”; “ladies and gentlemen” becomes “everyone” or “folks”; “you guys” can become “you all.”

**Evaluation of course experience**

Students will be given an opportunity to provide feedback on their course experience and instruction using the University's standard procedures, which are administered by the [Office of Institutional Research and Effectiveness](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.oire.uconn.edu%2F&data=05%7C01%7C%7Cda8e9882b7f14971d6c708da56056ae9%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637916878503205211%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=pPFKXYE2eEsiraC32HVTRjC7TiFmAQkBPyarepH8R%2B8%3D&reserved=0) (OIRE).

**STUDENT SUPPORTS**

**Basic Needs (food, housing)**

To learn effectively, students need to have their basic needs met, and must have access to healthy reliable food, and safe, affordable housing. Any student who has difficulty affording or accessing sufficient healthy food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to reach out to their faculty advisor and/or the staff in the [Office of Student and Academic Services](https://socialwork.uconn.edu/current-students/) (OSAS) at sswstudentservices@uconn.edu, by phone at 959-200-3687, M-F 9:00 am – 4:30 pm, or by appointment. Other resources include the UConn Dean of Students <https://dos.uconn.edu/> and Assoc. Director of Student Services at the Hartford Campus, Christine Mosman: <https://studentservices.hartford.uconn.edu/aboutus/>. Students can access free nutritious food via the food pantry at UConn Hartford or via [several community resources](https://offcampus.uconn.edu/food-assistance/). Please do not hesitate to reach out for help. Together we can work to make sure that your basic needs are met.

**Mental Health & Wellness**

Some students find that when academic demands combine with stress and personal challenges, they struggle to manage their time and tasks effectively and their mental health may suffer. Since social work can be an emotionally challenging profession, it is important that BSW students learn ways to effectively manage their personal stress and attend to their physical, mental, and emotional health and wellness while maintaining their professional responsibilities. Students are urged to cultivate resources within themselves and within their social networks and communities, and to reach out to others for help if needed. Here are some of the resources available through UConn:

* [Wellness library](https://uconn-storrs.primo.exlibrisgroup.com/discovery/collectionDiscovery?vid=01UCT_STORRS:01UCT&collectionId=81561716880002432), a range of self-help and self-care resources
* [UConn Hartford Mental Health Resource Center](https://mhrc.hartford.uconn.edu/), which offers clinical case management services
* List of community resources for students, compiled by the SSW: <https://ssw.uconn.edu/wp-content/uploads/sites/3173/2022/09/Resources-for-Students-Sept-2022-1.pdf>

**Academic Challenges**

Students are encouraged to familiarize themselves with and avail themselves of the services provided by the [Academic Achievement Center](https://achieve.uconn.edu/) (AAC). Coaching, mentoring, and support with academic challenges such as time management, attention management, academic goal-setting, and deeper learning are offered on both a drop-in and appointment basis. The AAC is located in HTB 202.

**UConn Library**

The UConn library offers a wide range of supports, including assistance with research tasks and searching for scholarly resources and articles. The reference librarian assigned to the School of Social Work, Janice Mathews, is available to meet with students individually or in groups: <https://lib.uconn.edu/about/directory/janice-mathews/>